
☒ BID BOARD NOTICE

PROCUREMENT ID NUMBER: **PHPA-C195**

ISSUE DATE: **February 11, 2015**

TITLE: Farm Market Bag

DUE DATE: Friday, February 27, 2015 / 2:00 P.M.

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

**Fully Loaded Rate to include all services described in the Description of
Service and all expenses are not to exceed \$25,000**

PROCUREMENT METHOD

Small Procurement – Invitation for bid

EXPECTED DATE OF DELIVERY:

April 30, 2015

Maryland WIC Program Specifications: Farm Market Bag

DESCRIPTION OF SERVICE

Commodity Details

Item: Farm Market Bag

Size: 10"H x 10"L x 6.5"W

Material: Laminated Polypropylene non-Woven

Description: Farm Market Bag

- Front and back panels must illustrate children of multiple ethnicities in appropriate farm setting
- A minimum of 20 real photographs of fruits on one side with red background; vegetables on other side with green background, with names below and arranged alphabetically
- Bottom of bag must include tips for storage, cleaning & eating fruits & vegetables and must be approved by colleen.phebus@maryland.gov of the MD WIC Program
- Easy to clean, laminated material
- Made in China
- Reinforced handles and plastic bottom board
- Language: English
- No Bisphenol A (BPA)
- All colors must match Maryland WIC brand guidelines. Requests for these guidelines can be obtained by emailing colleen.phebus@maryland.gov
- Vendor must be a National Strategic Partner with the USDA. Information on how to become a National Strategic Partner can be found online at <http://www.choosemyplate.gov/partnering-program/national-partners/become-partner.html>.



Quantity: 15,000 each

Imprint: Imprint must be permanent and should not rub or wash off. Artwork will be communicated and finalized in collaboration with lindsay.unitas@maryland.gov of the MD WIC Program.

Cost: Price must include item, set-up fee, imprint, shipping and any other incurred expenses. No additional costs will be allowed.

- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

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Sample Requirements

A sample of the exact product, including proposed graphics, must be delivered with bid submission in order to be certain that it meets the above specifications. Also, a sample with the imprint will be required from the selected vendor prior to award.

Freight Terms

Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

Shipping Method

- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized**.
- **No container shipments shall be accepted.**

Packaging Instructions

- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

Shipment Preparation

Carton Preparation

- No individual carton to exceed a maximum weight of 20 lbs.
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
 - Mark the outside of each shipping carton with the WIC purchase order number
 - Item number
 - Product description from purchase order
 - Language of WIC logo imprint (i.e., English or Spanish)

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- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

Palletized Loads

- Each pallet shall contain cartons which contain one item number.
- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
 - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
 - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
 - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
 - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
 - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
 - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
 - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
 - Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
 - The vendor / shipper shall ensure that the last pallet loaded shall have a freight bill and / or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

Delivery Document Preparation

Packing List

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list. Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)
- Packing lists must be attached to the outside of the cartons.

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Delivery Appointment Scheduling / Advance Shipping Notice

Advanced notice of delivery shall be made by phone 301-714-2081 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742.

The expected date of delivery is April 30, 2015.

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

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BID SUBMISSION INFORMATION

Bidders shall submit an original and three (3) signed copies of the completed Bid Form (page 8). The Bid Form must include ALL final costs for completing the project. Bid Forms should be placed in a single SEALED envelope. Bidders shall also submit a sample of the exact product, including proposed graphics as specified on page 3 "Sample Requirements". The sample product and the SEALED envelope containing the Bid Forms, should be placed together in ONE larger envelope as ONE submission. Vendor information, Procurement Officer information and the Procurement ID must be clearly marked on both the inside and outside envelopes.

SUBMISSION DEADLINE

Proposals must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 2:00 p.m. on February 27, 2015** in order to be considered. **Bidders cannot submit multiple responses. Only one sealed bid and one sample is permitted per envelope.**

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3rd) floor, room 306 and ask for Michele Ferges.

*NOTE: When dropping off your bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039).

*NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids and/or unsolicited amendments arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidders must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed **(By e-mail only, no phone calls will be accepted)** to the PROCUREMENT OFFICER.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

Maryland WIC Program Specifications:
Farm Market Bag

PROCUREMENT OFFICER:

Michele Ferges

Procurement Supervisor

201 W. Preston Street, Suite 306

Baltimore, Maryland 21201

Michele.Ferges@maryland.gov

ISSUING OFFICE:

Lindsay Unitas

Procurement Specialist

Maryland WIC Program

Department of Health & Mental Hygiene

201 W. Preston Street, 1st Floor

Baltimore, Maryland 21201

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION**

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Bid Form

PROCUREMENT

I.D. NUMBER: PHPA-C195

ISSUE DATE: February 11, 2015

Bidder Information:

Vendor Name: _____
Federal Tax ID (FEIN#): _____
Contact Person: _____
Address: _____

Email: _____
Telephone/Fax: _____
eMM# _____
National Strategic Partner
with the USDA? Yes _____ No _____

Signature

Date

Vendor signature and date certifies that vendor agrees to perform all services stated in Bid Board Notice - PHPA-C195.

Fully Loaded Rate to include all Commodity Details and Descriptions and all expenses not to exceed \$25,000

Total price for this project: \$ _____

Attachments:

- A sample of the exact product, including proposed graphics as specified on page 3 "Sample Requirements".

BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 2:00 P.M. ON, February 27, 2015.

Important: Do not alter this page. Failure to fill out this page completely or altering the Bid Form in any way may render your submission non-responsive. Should you have any questions regarding this Bid Form, contact the Procurement Officer **by e-mail only**, no phone calls will be accepted.